

\*YOU MUST  
SUBSCRIBE TO  
YOUR NETWORK  
AND CALLER DISPLAY  
A PROVIDER'S CALLER DISPLAY  
BEFORE THESE FEATURES WILL WORK.  
A QUARTERLY FEE IS PAYABLE.



This equipment is not designed for making emergency telephone calls when the power fails.  
Alternative arrangements should be made for access to emergency services.

This product is intended for connection to analogue public switched telephone networks  
and private switchboards in the United Kingdom and Eire.

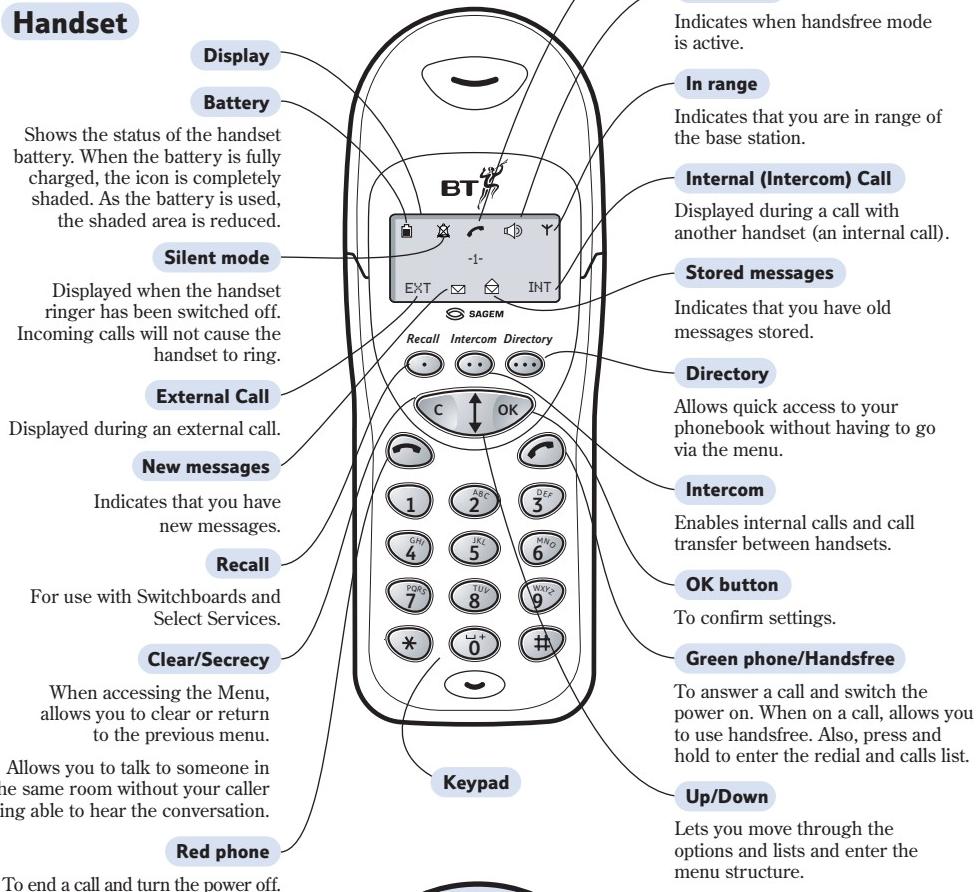
# ***BT On-Air 2250 Classic***

## Digital Cordless Telephone Answering Machine

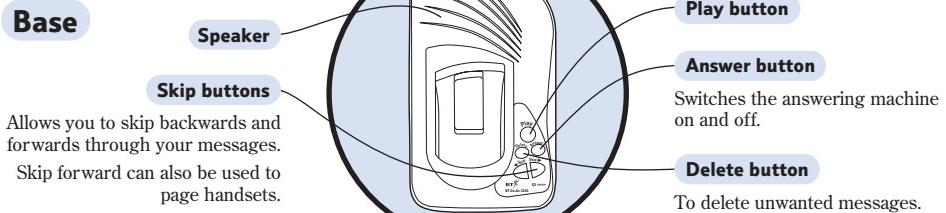
**User  
Guide**

# At a glance

## Handset



## Base



# Quick Guide to the Menu Structure

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## Important

If you make a mistake you can return to the previous menu by pressing the C (clear) button. If you keep pressing the C (clear) button you will return to the idle screen.

# In this guide

## Note

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## Helpline

*If you experience any difficulties using your On-Air 2250 Classic, please call the BT On-Air Helpline on 0870 240 4682.*

# Introduction

## Unpacking your BT On-Air 2250 Classic

If anything is missing, please contact your place of purchase immediately.

One BT On-Air 2250 base.

One BT On-Air 2000 Classic handset.

One power supply for base station.

One telephone line cord.

One NiMH rechargeable battery installed pack and battery compartment cover.

One handset belt clip.

Three removable handset fascias.

Self adhesive label.

Four rubber feet.

## For your records

Date of purchase:

Place of purchase:

Serial number:

For guarantee purposes proof of purchase is required so please keep your receipt.

Enter your System Code here.

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The pre-set System Code number is 0000. See page 15 for information on your System Code.

## Safety information

### General

Only use the power supply included with the product. Using an unauthorised power supply will invalidate your guarantee and may damage the telephone. The item number for the mains power supply is 872101.

Do not open the handset or base station. This could expose you to high voltages or other risks. Contact the helpline for all repairs.

Radio signals transmitted between the handset and base may cause interference to hearing aids.

It is recommended that advice from a qualified expert be sought before using this product in the vicinity of emergency/intensive care medical equipment.

It is recommended that if you have a pacemaker fitted you check with a medical expert before using this product.

Never dispose of batteries in a fire. There is a serious risk of explosion and/or the release of highly toxic chemicals.

### Cleaning

Simply clean the handset and base station with a damp (not wet) cloth, or an antistatic wipe. Never use household polish as this will damage the product. Never use a dry cloth as this may cause a static shock.

### Environmental

Do not expose to direct sunlight.

The product may heat up when the batteries are being recharged. This is normal. However, we recommend that you do not place the product on antique/veneered wood to avoid damage.

Do not stand your product on carpets or other surfaces which generate fibres, or place it in locations preventing free flow of air over its surfaces.

Do not submerge any part of your product in water and do not use it in damp or humid conditions, such as in bathrooms.

Do not expose your product to fire, explosive or other hazardous conditions.

There is a slight chance that your phone could be damaged by an electrical storm. We recommend that you unplug the power and telephone line cord for the duration of the storm.

# Setting up

Please note that your handset is already registered to the base station.

## Plan the location

Situate your product close enough to the telephone and mains power sockets so that the cables will reach. The only way to disconnect the product from the power supply is to remove the power adaptor from the mains power socket. Therefore you must ensure you plan the location so that the mains power is easily accessed.

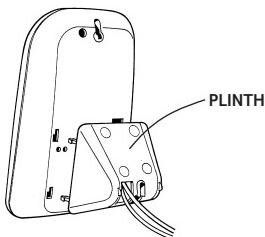
Make sure it is at least 1 metre away from other electrical products to avoid interference.

Do not situate the product in the bathroom or other humid areas.

- 1 Connect the power supply and switch on.

### Important

You must thread the power supply cable into the socket on the underside of your base. The power cable connector and socket are coloured red.

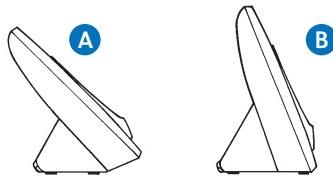


### WARNING

*Please take care that the power supply and telephone line cord are connected to the correct sockets as incorrect placement could damage your equipment.*

Once connected, put the plinth back on the base to prevent it from rocking on the table.

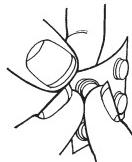
There are two positions for the plinth when joining it to the base, both can be used for desk mounting and one for wall mounting. Position **A** is for desk mounting only and position **B** is for desk or wall mounting (*see Wall mounting on page 36*).



### Rubber feet

Hold the black plastic square between thumb and forefinger and peel off individual feet from backing sheet as shown. These are to stop your base from moving and to protect your work surface.

If you decide on position **B**, place 2 of the rubber feet on the plinth and 2 on the base.



Plug the power adaptor into the wall socket and switch on. When the power is switched on, the button on your base will light up.

#### **WARNING**

*Do not connect the telephone line cord to the phone socket until your handset is fully charged. This will prevent the risk of the phone being answered before the battery is charged.*

*Answering the phone before the battery is fully charged may prevent it from reaching its optimum capacity.*

## **2 Charge the battery in the handset for at least 16 hours**

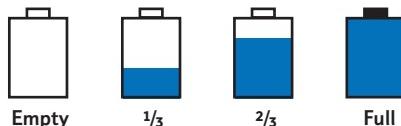
#### **WARNING**

*Under no circumstances should non-rechargeable batteries be used. Only use the approved batteries. Using unapproved batteries will invalidate your guarantee and may damage the telephone.*

*Under ideal conditions the battery should give about 10 hours talk time and 120 hours standby when the batteries have been fully charged.*

*Fully discharging the batteries at least once a week will help them to last as long as possible. However, the charge capacity of rechargeable batteries will reduce with time as they wear out, so reducing the talk/standby time of the handset. Eventually they will need to be replaced. New batteries can be obtained from the Helpline on 0870 240 4682.*

When the battery has been charged for **at least 16 hours** the display will show the  symbol; you can then connect the telephone line cord to the base.



#### **Battery low warning**

*If the handset battery symbol is empty and you hear warning beeps, you will need to recharge your handset before you can use it.*

#### **Battery performance**

*Your handset is supplied with NiMH batteries. These need to be initially charged continuously for 16 hours to reach full charge.*

*Note that the battery charge icon does not indicate the correct level when the batteries are first installed. The batteries must first be fully charged.*

#### **Helpline**

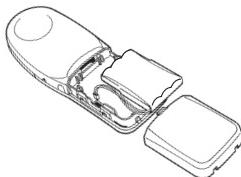
*If you are experiencing difficulty, please call the BT On-Air Helpline on 0870 240 4682.*

### To replace the handset battery

If you need to replace the handset battery, slide off the battery cover. Remove the old battery by disconnecting the small plug inside the battery compartment.

Connect the plug of the new battery.

Replace the battery cover.



Please pay attention not to damage the charging contacts on the handset.

### 3 Connect the telephone line cord (after charging your handset)

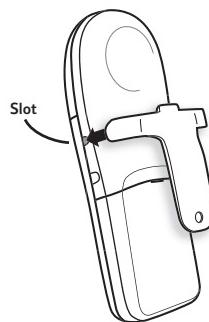
Plug the line cord into the telephone wall socket.

### 4 Changing your handset fascias

There are 3 removable handset fascias to choose from. Simply slide the fascias off and replace with another.



### 5 Attach the belt clip



Fit the belt clip onto the back of the handset.

### Helpline

If you experience any difficulties setting up or using your BT On-Air 2250 Classic, please call the BT On-Air Helpline on 0870 240 4682.

# Using the telephone

## To switch the handset power on and off



Press *and hold* the **GREEN PHONE** button until after the display check sequence has happened and only the battery icon is displayed.

If you release the button before this has happened the handset will remain switched off.



Press *and hold* the **RED PHONE** button to switch the handset off.

## Making and ending calls



Press the **GREEN PHONE** button. The display shows the  symbol.



Dial the number.



## Preparatory dialling

First enter the number to be dialled. The number is shown in the display. (If you make a mistake press **C** to remove the incorrect digit).



If you have entered the number correctly, press the **GREEN PHONE** button to dial the number.

## Call timer

Your handset will automatically time the duration of all external calls. The handset display shows the call duration both during your call and for a few seconds after it is completed.

## To end a call



Press the **RED PHONE** button.

## To receive a call



Press the **GREEN PHONE** button to answer the call.

## To adjust the earpiece volume



You can adjust the volume during a call.  
Press the **UP** button to increase the volume.



Press the **DOWN** button to decrease the volume.

The display shows the current volume level.

### Note

The  symbol on your handset display indicates when you are in range of the base station. If the symbol disappears you are out of range and will need to move closer to the base station.

## Handsfree

Handsfree allows you to talk to your caller without holding the handset.

### To use handsfree

During a call you can switch to handsfree mode.



Whilst on a call press the **GREEN PHONE** button.

When handsfree is active you see the  symbol flashing



To switch handsfree off, press the **GREEN PHONE** button again.



To adjust the volume use the **UP** or **DOWN** button to increase or decrease the volume.

### Note

When you end your call the handsfree volume will return to the default setting of volume level 2.

## Helpline

If you experience any difficulties using your BT On-Air 2250 Classic, please call the BT On-Air Helpline on **0870 240 4682**.

## Secrecy

When on a call you can talk to someone in the same room, without your caller hearing.

### To switch secrecy on/off



During a call, press the **C** button. **C** will now flash to show it is in operation.



Press the **C** button again to resume your call.

## Redial

Your handset automatically saves up to 20 telephone numbers dialled and received into a Calls list.

### Calls list



Press *and hold* the **GREEN PHONE** button.



The display will show **CALLS** and then the last number that was dialled or received.



Use the **UP** or **DOWN** button to scroll to the number you require.



Press the **GREEN PHONE** button to dial the number.

### Note

To delete the Calls list, see page 11.

## Caller Display

### Important

*To use Caller Display or Call Waiting you must first subscribe to the service from your Network Provider. A quarterly fee is payable.*

*For more information on BT Select Services call BT free on 0800 800 150.*

If you have subscribed to a Caller Display Service you can see who is calling you on your handset display, (unless the number has been withheld).

### Important

*The Caller Display Service will not operate when your base station is connected to a switchboard.*

*Whether you take a call or not, the caller's details are stored in the Calls list. The Calls list holds the telephone numbers of the last 20 people who called you.*

*You can display, scroll through and dial numbers on the list.*

When you receive a call the caller's number will appear on the display. If the caller has withheld their number then \_\_\_\_\_ will appear on the display. If for some reason the caller's number is not available then oooooooooooo will appear on the display.

## Calls list

The Calls list contains both the telephone numbers of the people who have called you and the telephone numbers that you have dialled. The Calls list holds 20 telephone numbers and they are stored in the order they were either received or dialled. If you have stored a name to

go with the number in your handset directory, the name will be displayed instead. If you receive more than one call from the same telephone number then it will only appear once in the list.

If a call is received when the Calls list is full, then the oldest entry will be deleted automatically.

If no number is received for a call then no entry will appear in the Calls list.

### To view and dial a number in the Calls list



Press and hold the **GREEN PHONE** button. The display will show CALLS.

The most recently received or dialled number will be displayed.



Press the **DOWN** button to scroll backwards through the Calls list towards the older calls in the list.



Press the **UP** button to scroll forwards through the Calls list towards the most recent calls.



When the number you wish to call is displayed, press the **GREEN PHONE** button. The number will be dialled automatically.



Press the **C** button to exit.

### Note

*If you press the **OK** button when a number in the Calls list is displayed you will see the time and date of the call.*

### To delete all numbers shown in the redial and calls list

▼ Press the **DOWN** button until **CALLS** is displayed.

 Press the **OK** button. The display will show **DELETE**.

 Press the **OK** button to confirm. The display will show **DONE**. All numbers in the redial and calls list have been deleted.

 Press the **C** button *twice* to exit.

### To view the length of the last call

▼ Press the **DOWN** button until **CALLS** is displayed.

 Press the **OK** button to confirm.

▼ Press the **DOWN** button until **TIME** is displayed.

 Press the **OK** button to confirm.

The length of the last call will be shown on the display.

 Press the **C** button *twice* to exit.

## Call Waiting

If an incoming call arrives while you are already engaged on a telephone call, you will hear a soft beep every 5 seconds (this beep is not audible to the person you are speaking to).

Instead of the engaged tone, the second caller will hear an announcement to hold on as you are aware that there is a second call.

### To use Call Waiting

#### Recall



You can answer the second call, without disconnecting your first caller, by pressing the **RECALL** button. The first caller will be put on hold.

#### Recall



When you have spoken to the second caller you can return to the first caller by pressing the **RECALL** button again.

#### Switch



You can switch back and forth between the two calls without disconnecting either if you wish.

#### Disconnect



If you wish to disconnect the first call press the **RED PHONE** button after speaking to the first caller.

#### Handset



The handset will then ring. Press the **GREEN PHONE** button again and continue with the second caller.

The second caller will only be charged for their call from the moment you answer and not while they are waiting for your initial contact.

## 50 Name and number directory

You can store up to 50 of your most frequently used names and numbers.

### Quick guide to directory settings menu

- 1 PHONE BK
- └ 11 NEW
- └ 12 EDIT
- └ 13 DELETE

### To store a name and number in the directory

#### New



▼ Press the **DOWN** button until **PHONE BK** is displayed.

#### OK



Press the **OK** button to confirm.



Use the **DOWN** button to scroll to **NEW**.

Press the **OK** button to confirm.

Enter the name using the letters on the keypad.

#### *Entering names*

Use the keypad letters to enter names by using a long press of the button, i.e. if you press and hold the **8** button the following characters appear, **T, U, V**. You can enter names of up to 8 characters.

For example, if you wish to store the name **TOM**:



To enter the letter **T**, press **8** the cursor will automatically move to the right and display the next chosen letter.



To enter **O**, press **6 and hold**.



To enter the **M**, press **6**.

If you enter a digit incorrectly you can delete it by pressing the **C** button.



Press the **OK** button to confirm.



Enter the telephone number you want to store.



Press the **OK** button to confirm.



The display will then show **DONE**.



Press the **C** button *twice* to exit.

#### **To dial a number from the directory**



Press the **DIRECTORY** button to enter the directory.



Use the **UP** or **DOWN** button to find the entry you want to dial.

#### *Or*



To search alphabetically, press the relevant keypad number, for example to find **TOM**, press the **8** button and scroll through the entries under **T**.



Press the **GREEN PHONE** button to dial the number.

#### **To edit directory numbers**



Press the **DOWN** button until **PHONE BK** is displayed.



Press the **OK** button to confirm.



Use the **UP** or **DOWN** button to scroll to **EDIT**.



Press the **OK** button to confirm.



Use the **UP** or **DOWN** button to find the entry you want to amend.



Press the **OK** button to confirm.



Use the **C** button to delete numbers or letters.



Edit the entry using the numbers/letters on the keypad.



Press the **OK** button to store the new entry.



The display will then show **DONE**.



Press the **C** button *twice* to exit.

#### **To delete directory numbers**



Press the **UP** or **DOWN** button until the display shows **PHONE BK**.



Press the **OK** button.



Press the **DOWN** button until the display shows **DELETE**.



Press the **OK** button.



Use the **UP** or **DOWN** button to select the name and number you want to delete.



Press the **OK** button to delete.



The directory name and number has been deleted.

The display will show OK. (If there are no numbers in the directory to delete the display will show EMPTY).

Press the C button *twice* to exit.

## Helpline

*If you experience any difficulties using your BT On-Air 2250 Classic, please call the BT On-Air Helpline on 0870 240 4682.*

## Paging handsets

You can alert handset users that they are wanted, or locate a missing handset. (Paging calls cannot be answered by a handset.)

### To page a handset from the base



Press the Skip▶ button on the base. All handsets registered with the base and switched on will ring.

To end paging, press the button again.

Or

Press the RED PHONE button on any handset.

## Internal calls

If you have multiple handsets registered to a base you can make internal calls between handsets.

### To make an internal call to another handset



Press the INTERCOM button.

Enter the number of the handset you want to call.

Or



Enter the digit \* if you want to call all the handsets.



Press the RED PHONE button to disconnect the call.

## Transferring calls

You can transfer an external call to another handset registered to the base.

### To transfer an external call between handsets

*While on an external call:*



Press the OK button.



Enter the number of the handset to which you want to transfer the call.



Press the GREEN PHONE button to transfer the call.



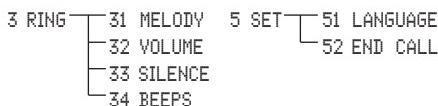
If you wish you can talk to the other handset user first.



Press the RED PHONE button to disconnect the call.

## Handset settings

### Quick guide to handset settings menu



### Ringer melody

Press the **UP** or **DOWN** button until the display shows **RING**.

Press the **OK** button.

The display will show **MELODY**.

Press the **OK** button.

Use the **UP** or **DOWN** button to select the melody you require.

There are 6 melodies to choose from.

Press the **OK** button to confirm.

The display will show **DONE**.

Press the **C** button *twice* to exit.

### Silent ring

Press the **UP** or **DOWN** button until the display shows **RING**.

Press the **OK** button.

Press the **DOWN** button until the display shows **SILENT**.

Press the **OK** button.

Use the **UP** or **DOWN** button to select either **OFF** or **ON**.

The display will show the symbol to indicate a silent ring.

Press the **OK** button to confirm.

The display will show **DONE**.

Press the **C** button *twice* to exit.

### Note

*When silent ring is switched on the handset will not ring or emit any keypad beeps.*

### Ringer volume

Press the **UP** or **DOWN** button until the display shows **RING**.

Press the **OK** button.

Press the **DOWN** button until the display shows **VOLUME**.

Press the **OK** button.

Use the **UP** or **DOWN** button to select the volume you require. There are 4 volume levels to choose from.

Press the **OK** button to confirm.

The display will show **DONE**.

Press the **C** button *twice* to exit.

### Keypad beeps

Press the **UP** or **DOWN** button until the display shows **RING**.

Press the **OK** button.

Press the **DOWN** button until the display shows **BEEPS**.

Use the **UP** or **DOWN** button to select either **OFF** or **ON**.

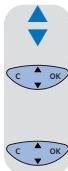
Press the **OK** button to confirm.

The display will show **DONE**.

Press the **C** button *twice* to exit.

**Note**

*Please note that the melody and volume are omitted from the handset only. For base settings see page opposite.*



Use the **UP** or **DOWN** button to select either OFF or ON.

Press the **OK** button to confirm.

The display will show **DONE**.

Press the **C** button *twice* to exit.

**To change the display language**

- ▲ Press the **UP** or **DOWN** button until the display shows **SET**.
- ▼ Press the **OK** button.
- ▼ Press the **DOWN** button until the display shows **LANGUAGE**.
- ▼ Press the **OK** button.
- ▲ Use the **UP** or **DOWN** button to select the language you require (English, German, Spanish, Italian, Dutch, Portuguese or French).
- ▼ Press the **OK** button to confirm.
- ▼ The display will show **DONE**.
- ▼ Press the **C** button *twice* to exit.

**Base settings****System Code**

Your base station has a default setting of **0000** but you may want to change this to prevent unauthorised use of the handset.

If you change your System Code keep record of the new number by writing it in the space provided on page 4.

**To change your System Code**

- ▲ Press the **UP** or **DOWN** button until the display shows **BASE**.
- ▼ Press the **OK** button.
- ▼ Press the **DOWN** button until the display shows **PARAM**.
- ▼ Press the **OK** button.
- ▼ The display will show **F1**.
- ▼ Press the **3** button.
- ▼ Press the **1** button.
- OLD CODE** Enter the existing code (**0000** if not changed). As you enter each digit in turn, the dash will stop flashing.
- NEW CODE** Four dashes will be shown on the display. Enter your new System Code. As you enter each digit in turn the dash will disappear.
- ▼ Press the **CONFIRM CODE** button.
- ▼ Enter your new System Code again.
- ▼ Press the **C** button *twice* to exit.

**To switch automatic end call on or off**

If you switch automatic end call **ON** you can end a call by simply placing the handset back on the base. This means you won't always have to press the **RED PHONE** button to end a call.

- ▲ Press the **UP** or **DOWN** button until the display shows **SET**.
- ▼ Press the **OK** button.
- ▼ Press the **DOWN** button until the display shows **END CALL**.
- ▼ Press the **OK** button.

## To change the base station ringer volume

Press the **UP** or **DOWN** button until the display shows **BASE**.



Press the **OK** button.

Press the **DOWN** button until the display shows **PARAM**.



Press the **OK** button.

The display will show **F1**.



Press the **2** button.



Press the **8** button.



Press the **2** button.

Use the **UP** or **DOWN** button to select the volume. The base will play a sample ring on each press. There are 6 volume levels to choose from (no ringing, low, to high).



Press the **OK** button to confirm.

The display will show **F282**.



Press the **C** button *three times* to exit.

Use the **UP** or **DOWN** button to select the melody you require. The base will play a sample melody on each press. There are 21 melodies to choose from.



Press the **OK** button to confirm.

The display will show **F281**.



Press the **C** button *three times* to exit.

## Base station priority

If you are using multiple bases, you can select which base your handset will use.

## To change base station priority

Press the **UP** or **DOWN** button until the display shows **BASE**.



Press the **OK** button.



Press the **DOWN** button until the display shows **PRIOR**.



Press the **OK** button.

The display will show **NONE**.



Use the **UP** or **DOWN** button to select either **NONE**, **1**, **2**, **3** or **4**.



Press the **OK** button to confirm.

The display will show **DONE**.



Press the **C** button *twice* to exit.

## To change the base station ringer melody

Press the **UP** or **DOWN** button until the display shows **BASE**.



Press the **OK** button.

Press the **DOWN** button until the display shows **PARAM**.



Press the **OK** button.

The display will show **F1**.



Press the **2** button.



Press the **8** button.



Press the **1** button.

### To view the date and time

-  Press the **UP** or **DOWN** button until the display shows **BASE**.
-  Press the **OK** button.
-  Press the **DOWN** button until the display shows **PARAM**.
-  Press the **OK** button.
- The display will show **F1**.
-  Press the **1** button *twice*.
- The display will show the current date.
-  Press the **DOWN** button to display the time.
-  Press the **C** button *three times* to exit.

### Note

If you subscribe to a Caller Display Service  
the time and date will be set automatically.

### To set the date

-  Press the **UP** or **DOWN** button until the display shows **BASE**.
-  Press the **OK** button.
-  Press the **DOWN** button until the display shows **PARAM**.
-  Press the **OK** button.
- The display will show **F1**.
-  Press the **1** button.
-  Press the **3** button.
- The current date is displayed i.e. **05 02 2002**.
-  Enter the date.
-  Press the **C** button to go back a digit if you make a mistake and enter the correct digit. (Please note that you cannot change the 20 of 2002).
- The display will show **F13**.
-  Press the **C** button *twice* to exit.

### To set the time

-  Press the **UP** or **DOWN** button until the display shows **BASE**.
-  Press the **OK** button.
-  Press the **DOWN** button until the display shows **PARAM**.
-  Press the **OK** button.
- The display will show **F1**.
-  Press the **1** button.
-  Press the **2** button.
- The current time is displayed.
-  Enter the time.
- The display will show **F12**.
-  Press the **C** button *twice* to exit.

# Using the answering machine

Before using your answering machine for the first time you need to: **set the time and date and switch the answering machine on.**

Your BT On-Air 2250 comes with the pre-recorded outgoing message (OGM) "Hello, your call cannot be taken at the moment, so please leave your message after the tone".

You can use this outgoing message or record your own.

## Answering machine modes

There are two types of answering machine mode:

- 1 **Answer and Record** – Callers can leave you a message.
- 2 **Answer Only** – Callers will hear your outgoing message but cannot leave you a message.

Each answering machine mode has its own outgoing message and you can record an outgoing message in both modes, therefore, please ensure that you switch on the correct answer mode.

The answering machine has an incoming message capacity of approximately 12 minutes.

### To set the time and date

Please see page 17

*'To set the time and date'*

### To record your own Answer and Record outgoing message (OGM)



Press the **UP** or **DOWN** button until the display shows **ANSWER**.



Press the **OK** button to confirm.

After a slight pause **PLAY** is displayed.



Use the **UP** or **DOWN** button to scroll to **RECORD**.



Press the **OK** button to confirm.

**MESSAGE** is displayed.



Use the **UP** or **DOWN** button to scroll to **OUT MSG**.



Press the **OK** button to confirm.

**ANSW REC** is displayed.



Press the **OK** button to confirm.

Hold the handset to your ear. You will hear, "*Please record your message after the tone*". After you hear a long beep in the earpiece, speak your outgoing message into the handset. Whilst you record your message, **REC** is displayed.



Press the **OK** button to end recording.

**PLAY** is displayed and your Answer and Record outgoing message will be played back through the handset earpiece followed by a long beep.



Once playback has finished **DONE** is displayed then **RECORD**.

Press the **C** button *twice* to exit.

The **Answer** button on the base will come on to indicate that the answering machine is in Answer and Record mode.

### Note

*If you record a new outgoing message it will overwrite the previous one.*

PLAY is displayed and your Answer Only outgoing message will be played back through the handset earpiece followed by a long beep.

Once playback has finished DONE is displayed then RECORD.



Press the **C** button *twice* to exit.

The **Answer** button on the base will flash to indicate that the answering machine is in Answer Only mode.

### To record your own Answer Only outgoing message (OGM)

Press the **UP** or **DOWN** button until the display shows ANSWER.



Press the **OK** button to confirm.

After a slight pause PLAY is displayed.

Use the **UP** or **DOWN** button to scroll to RECORD.



Press the **OK** button to confirm.

MESSAGE is displayed.

Use the **UP** or **DOWN** button to scroll to OUT MSG.



Press the **OK** button to confirm.

ANSW REC is displayed.

Use the **UP** or **DOWN** button to scroll to ANSWER.



Press the **OK** button to confirm.

Hold the handset to your ear. You will hear, "Please record your message after the tone". After you hear a long beep in the earpiece, speak your outgoing message into the handset. Whilst you record your message, REC is displayed.



Press the **OK** button to end recording.

### Note

*Once you have recorded your outgoing message the answering machine will automatically be switched on. Remember, if the last message recorded was the Answer Only outgoing message then the answering machine will be on but callers will not be able to leave messages.*

### Helpline

*If you experience any difficulties using your BT On-Air 2250 Classic, please call the BT On-Air Helpline on 0870 240 4682.*

**To listen to your outgoing message**

Press the **UP** or **DOWN** button until the display shows **ANSWER**.



Press the **OK** button to confirm.



After a slight pause **PLAY** is displayed.



Press the **OK** button to confirm.



**MESSAGES** is displayed.  
Use the **UP** or **DOWN** button to scroll to **OUT MSG**.



Press the **OK** button to confirm.



**ANSW REC** is displayed.

*For Answer and Record:*

Press the **OK** button.

**PLAY** is displayed and your Answer and Record outgoing message will be played back through the handset earpiece followed by a long beep.

*Or*

*For Answer Only:*

Use the **UP** or **DOWN** button to scroll to **ANSWER**.



Press the **OK** button to confirm.

**PLAY** is displayed and your Answer Only outgoing message will be played back through the handset earpiece followed by a long beep.



Press the **C** button *twice* to exit.

**To delete your own outgoing message****Important**

*Both your own Answer and Record and Answer Only outgoing messages will be deleted. The pre-recorded outgoing messages (OGM) will be automatically restored when your own outgoing messages are deleted.*



Press the **UP** or **DOWN** button until the display shows **ANSWER**.



Press the **OK** button to confirm.



After a slight pause **PLAY** is displayed.



Use the **DOWN** button to scroll to **DELETE**.



Press the **OK** button to confirm.



**MESSAGES** is displayed.



Use the **DOWN** button to scroll to **OUT MSG**.



Press the **OK** button to confirm.



**DONE** is displayed and then **DELETE**.



Your own Answer and Record and Answer Only messages are deleted and the pre-recorded outgoing messages will be re-instated.



Press the **C** button *twice* to exit.

### To adjust the number of rings before the answering machine switches on



Press the **UP** or **DOWN** button until the display shows **BASE**.



Press the **OK** button to confirm.

**REGIST** is displayed.



Press the **UP** or **DOWN** button until the display shows **PARAM**.



Press the **OK** button to confirm.

After a slight pause F1 is displayed.



Press the **4** button *twice*.

**Either:**



Press the **UP** or **DOWN** button to scroll to the required number of rings, between 2 and 5 and then press the **OK** button to confirm.



**Or**

Enter the number using the keypad.

If 1 (Time Saver) setting is chosen there will be 4 rings if you have no new messages, and 2 rings if there are new messages.

F44 is displayed.



Press the **C** button *twice* to exit.

### To adjust the time allowed for recording incoming messages

It is possible to adjust the time available to leave a message. The options are 30 seconds, 2 minutes, 4 minutes and unlimited message length. The answering machine has a total recording time of up to 12 minutes.



Press the **UP** or **DOWN** button until the display shows **BASE**.



Press the **OK** button to confirm.

**REGIST** is displayed.



Press the **UP** or **DOWN** button until the display shows **PARAM**.



Press the **OK** button to confirm.

After a slight pause F1 is displayed.



Press the **4** button.



Press the **3** button.



Press the **UP** or **DOWN** button to scroll to the required message length:

1 = 30 seconds, 2 = 2 minutes,  
3 = 4 minutes, 4 = unlimited length.



Press the **OK** button to confirm.

F43 is displayed.



Press the **C** button *twice* to exit.

### Note: Timesaver

If you call from another telephone and it rings 4 times, there are no new messages.  
If the call is answered after 2 rings there are new messages to listen to.

### To switch the answering machine on from the handset

 Press the **UP** or **DOWN** button until the display shows **ANSWER**.

 Press the **OK** button to confirm.

After a slight pause **PLAY** is displayed.

 Use the **UP** or **DOWN** button to scroll to **ON**.

 Press the **OK** button to confirm.

**ANSW REC** is displayed.

#### For Answer and Record:

 Press the **OK** button to confirm.

**PLAY** is displayed and your Answer and Record outgoing message will be played through the earpiece followed by a long beep. The display shows **ON**.

 Press the **C** button *twice* to exit.

The **Answer** button on the base will come on to indicate that the answering machine is in Answer and Record mode.

#### For Answer Only:

 Use the **UP** or **DOWN** button to scroll to **ANSWER**.

 Press the **OK** button to confirm.

**PLAY** is displayed and your Answer Only outgoing message will be played back through the handset earpiece followed by a long beep. The display shows **ON**.

 Press the **C** button *twice* to exit.

The **Answer** button on the base will flash to indicate that the answering machine is in Answer Only mode.

### To switch the answering machine off from the handset

 Press the **UP** or **DOWN** button until the display shows **ANSWER**.

 Press the **OK** button to confirm.

After a slight pause **PLAY** is displayed.

 Use the **UP** or **DOWN** button to scroll to **OFF**.

 Press the **OK** button to confirm.

The handset earpiece gives a long beep and the display shows **OFF**.

 Press the **C** button *twice* to exit.

The lit **Answer** button on the base will go out.

### To switch the answering machine on or off from the base

*At the base:*

#### To switch on Answer and Record mode:

 Repeatedly press the **ANSWER** button until it is illuminated green. You will hear, "Answer on".

(Note that you must have recorded an Answer and Record outgoing message.)

#### To switch on Answer Only mode:

 Repeatedly press the **ANSWER** button until it flashes green. You will hear, "Answer Only".

(Note that you must have recorded an Answer Only outgoing message.)

#### To switch the answering machine off:

 Repeatedly press the **Answer** button until the green light goes off. You will hear, "Answer off".

## Playing your messages

### Incoming message indicator:

If you have new messages the **Play** button on the base will flash red and a closed envelope icon  will appear on the handset display.

If there is one new message the **Play** button will flash once.

If there are two new messages the **Play** button will flash twice rapidly.

If there are three new messages the **Play** button will flash three times rapidly.

If there are four new messages the **Play** button will flash four times rapidly.

If there are five or more new messages the **Play** button will flash five times rapidly.

If you have old messages (ones you have listened to) the **Play** button on the base will be lit solid red and an opened envelope icon  appears on the handset display.

If you have no messages the **Play** button will be lit solid green and there will be no envelope icon on the handset display.

## Helpline

*If you experience any difficulties using your BT On-Air 2250 Classic, please call the BT On-Air Helpline on 0870 240 4682.*

## To play your messages



### To play your messages from the base:

Press the **Play** button.

Any new messages will be automatically played back through the base loudspeaker.



To play all messages, press the **Play** button again.

At the end of message playback you will hear, "End of messages".

### To play new messages from the handset:

#### Note

*When you play messages from the handset the display will show the date and time the message was left.*



Press the **UP** or **DOWN** button until the display shows ANSWER.



Press the **OK** button to confirm.

After a slight pause PLAY is displayed followed by the number of new messages you have.

Your messages are automatically played back to you. At the end of message playback you will hear "End of messages".

### To play all old messages from the handset:



Press the **UP** or **DOWN** button until the display shows ANSWER.



Press the **OK** button to confirm.

After a slight pause PLAY is displayed.



Press the **OK** button to confirm.

MESSAGES is displayed.



Press the **OK** button to confirm.

Your messages are played back to you. At the end of message playback you will hear "End of messages".

## Answering machine operation during message playback

	From base	From handset
Skip to next message		
Go back to start of current message		
Go back to previous message		
Pause/Resume playback		
Delete current message		
Stop playback (press and hold)		

### To delete all messages

You can only delete all messages if there are no new messages.

*At the base:*



Press **and hold** the **Delete** button until you hear a long beep. You will then hear, "All messages deleted".

All messages are automatically deleted.

*At the handset:*



Press the **UP** or **DOWN** button until the display shows **ANSWER**.



Press the **OK** button to confirm.



After a slight pause **PLAY** is displayed.



Use the **UP** or **DOWN** button to scroll to **DELETE**.



Press the **OK** button to confirm.

**MESSAGES** is displayed.

Press the **OK** button to confirm.

**DONE** is displayed and then **DELETE**.

You will hear, "*All messages deleted*".

All messages are automatically deleted.

Press the **C** button *twice* to exit.

When all messages have been deleted the **Play** button on the base will be lit solid green.

### To record a memo message

It is possible to record a message directly on to the answering machine as a memo, which can be played back in the same way as other messages.



Press the **UP** or **DOWN** button until the display shows **ANSWER**.



Press the **OK** button to confirm.

After a slight pause **PLAY** is displayed.



Use the **UP** or **DOWN** button to scroll to **RECORD**.



Press the **OK** button to confirm.

**MESSAGE** is displayed.



Press the **OK** button to confirm.

Hold the handset to your ear. You will hear, "*Please record your message after the tone*". After you hear a long beep in the earpiece, speak your memo message into the handset. Whilst you record your message, **REC** is displayed.



Press the **OK** button to end recording.

**DONE** is displayed, and then **RECORD**.



Press the **C** button *twice* to exit.

The icon is displayed on the handset and the **Play** button on the base flashes red.

## Call screening

### To use call screening

You can decide whether to listen to incoming messages over the loudspeaker and answer them or let your answering machine take the message.

Alternatively you can choose not to hear the callers leaving messages.

Call screening is off by default.

You can intercept the call at any time and speak to the caller by pressing the **GREEN PHONE** button.

### To set up call screening

Press the **UP** or **DOWN** button until the display shows **BASE**.

Press the **OK** button to confirm.

**REGIST** is displayed.

Press the **UP** or **DOWN** button until the display shows **PARAM**.

Press the **OK** button to confirm.

After a slight pause F1 is displayed.

Press the **4** button.

Press the **5** button.

**Either:**

Press the **UP** or **DOWN** button to scroll to either **0** to switch call screening off or, **1** to switch it on and then press the **OK** button to confirm.

**Or**

Press **0** (off) or **1** (on) using the keypad.

F45 is displayed.

Press the **C** button *twice* to exit.

## VIP feature

When the answering machine is switched on, this feature allows you to still receive calls on your handset from privileged callers who you have given the VIP code to.

When the VIP feature is switched on your handset will not ring when a call is received. When the caller hears the outgoing message they can enter **\*** followed by your VIP code to make your handset ring.

### To set up and change the VIP access code

#### Note

*You must change the code from the default setting of 0000 for the VIP feature to work.*

Press the **UP** or **DOWN** button until the display shows **BASE**.

Press the **OK** button to confirm.

**REGIST** is displayed.

Press the **UP** or **DOWN** button until the display shows **PARAM**.

Press the **OK** button to confirm.

After a slight pause F1 is displayed.

Press the **4** button.

Press the **6** button.

Enter your old four digit access code.

Enter your new 4 digit access code.

Re-enter your new 4 digit access code.

F46 is displayed.

Press the **C** button *twice* to exit.

### To switch VIP on or off



Press the **UP** or **DOWN** button until the display shows **BASE**.



Press the **OK** button to confirm.

**REGIST** is displayed.



Press the **UP** or **DOWN** button until the display shows **PARAM**.



Press the **OK** button to confirm.

After a slight pause **F1** is displayed.



Press the **4** button.



Press the **7** button.



Press the **UP** or **DOWN** button to scroll to either **0** to switch VIP off or **1** to switch VIP on.



Press the **OK** button to confirm.

**F47** is displayed.



Press the **C** button *twice* to exit.

### Helpline

*If you experience any difficulties using your BT On-Air 2250 Classic, please call the BT On-Air Helpline on **0870 240 4682**.*

### Note

*In order to call you, when VIP is switched on, your caller must follow these steps.*

- 1) Dial your phone number.**
- 2) Listen to the outgoing message.**
- 3) Press the **\*** button.**
- 4) Enter the VIP access code.**

*Your telephone will now ring.*

# Remote access

You can operate your answering machine from any external Touchtone™ phone by phoning your BT On-Air and entering your remote access code.

Having a remote access code prevents other people from accessing your answering machine functions without your permission.

## Important

*You must change the remote access code from the default setting of 0000 for your remote access to function.*

## To change the remote access code

 Press the **UP** or **DOWN** button until the display shows **BASE**.

 Press the **OK** button to confirm.

**REGIST** is displayed.

 Press the **UP** or **DOWN** button until the display shows **PARAM**.

 Press the **OK** button to confirm.

After a slight pause **F1** is displayed.

 Press the **4** button.

 Press the **1** button.

 Enter your old four digit code (0000 if not changed).

## WARNING

*If you enter your old code incorrectly the display will show F41. Please check that you have not changed the code. Press the **C** button twice to exit and try again with the correct code.*

*If you have forgotten your remote access code you should call the Helpline on 0870 240 4682 and you will be advised on how to reset your telephone to its factory settings.*



Enter your new 4 digit code.



Re-enter your new 4 digit code.



F41 is displayed.



Press the **C** button *twice* to exit.

## To switch on your answering machine from another external telephone

If you forget to switch your answering machine on you can do it from another telephone:



Dial your telephone number and let the phone ring. After approximately 10 rings your BT On-Air will automatically answer, although you will hear no message.



At this point, press the **#** button. You will hear, "Please enter your security code". Enter your remote access code.



Wait for the confirmation tone then press **7**.

Your answering machine will now be switched on.

### Note

*If you enter your remote access code incorrectly, you will hear, "Code error, thank you for calling".*

## To access your answering machine from a remote phone



Dial your telephone number.



Start listening to your outgoing message.



Press the **#** button then you will hear the voice prompt.



Enter your remote access code.

You now have control of your answering machine. Any new messages will be automatically played.

## Answering machine control functions

Press:



To erase message being played.



To listen to your Answer and Record outgoing message.



To listen to your Answer Only outgoing message.



To replay the current message



To listen to the previous message



To replay your messages, also pause/resume playback



To listen to your next message



To switch the answering machine ON.



To record a message



To record your outgoing message.  
Press **(3)** to stop recording.



To record a memo message.  
Press **(5)** to stop recording



To switch the answering machine OFF.

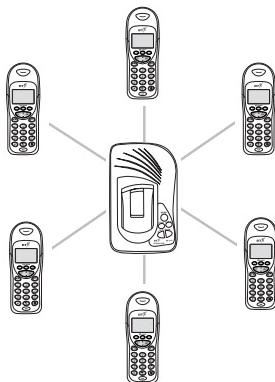
### Note

*When you access your answering machine remotely, the above menu options will be played to you to help you make your choice.*

# Using additional handsets and bases

## Using additional handsets and bases

Up to six handsets can be registered and operated from any one base. This allows you to make internal calls between two handsets while a third is making an external call.



Each handset can also be registered on up to four bases.

Each additional handset you purchase must be registered to a base.

Your handset supplied is pre-registered (as Handset 1) to its base (as Base 1).

### Note

To register a non BT On-Air additional handset i.e. another DECT GAP compatible handset to the On-Air 2250 Classic base please follow the instructions in your handset's user guide.

## Registering additional handsets

If you purchase new handsets to use with your current BT On-Air 2250 Classic, they will not be pre-registered to a base station. You will need to do this before you can use them.

### To register a handset to a base station (if you have not changed the System Code from 0000)

#### Note

Please note that when you register a handset in the following way any previous base that the handset has been registered to will be deleted. To prevent the deletion of other registered bases please register using the process on page 30 even if you have not changed the system code from 0000.

If you have registered your handset to more than one base you can prioritise which base you want your handset to use. For instructions on base station priority, see page 16.

#### At the base:-



Press and hold down the **◀ Skip** button on the base until the **PLAY** button starts to flash.

***On the handset:-***

Press the **UP** or **DOWN** button until the display shows **BASE**.



Press the **OK** button.



The display will show **REGIST**.



Press the **OK** button.

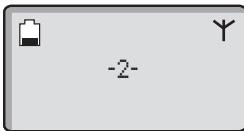


The display will show **AUTO**.



Press the **OK** button to confirm.

The display will show **REGIST** and then return to:

***Note***

*To check whether registration has been successful, press the **GREEN PHONE** button and listen for the dial tone. If there is no dial tone either you have not registered the handset correctly or the telephone line cord is not plugged in properly.*

**To register a new handset to a base (if you have changed System code from 0000)*****On the handset:-***

Press the **UP** or **DOWN** button until the display shows **BASE**.



Press the **OK** button.



The display will show **REGIST**.



Press the **OK** button.

The display will show **AUTO**.



Press the **DOWN** button until **CUSTOM** is displayed.



The available bases will be displayed.



Use the **UP** or **DOWN** button to select the base you want to register your handset to.



Press the **OK** button.



The display will show **CODE?**.

**CODE**

The display will show **\_\_\_\_\_**.

Enter your 4 digit base system code (once only).



Press the **OK** button.

***At the base:-***

Press and hold the **< Skip** button on the base until the **PLAY** button begins to flash.

***On the handset:-***

The display will show **2, 3, 4, 5, 6**.



Use the **UP** or **DOWN** button to select the handset you wish to register.



Press the **OK** button to confirm.

The display will show **REGIST** and then return to:



### To de-register a handset from the base

 Press the **UP** or **DOWN** button until the display shows **BASE**.

 Press the **OK** button.

 Press the **DOWN** button until the display shows **PARAM**.

 Press the **OK** button.

 Press the **3** button *twice*.

**CODE** Enter your base system code (0000 if not changed).

All registered handset numbers are displayed.

 Enter the number of the handset you wish to de-register.

 Press the **C** button *twice* to exit.

### Note

*When planning to use a handset with more than one base, we recommend that you:*

- *Number each handset (from 1-6).*
- *Register your handset(s) at base 2 (and 3 & 4 if used) using the same internal number as at base 1.*

*When registered to more than one base, the base unit will automatically allocate itself a number.*

### Helpline

*If you are experiencing difficulty, please call the BT On-Air Helpline on 0870 240 4682.*

# General information

## Guarantee

Your BT On-Air 2250 Classic is guaranteed for a period of 12 months from the date of purchase.

Subject to the terms listed below the guarantee will provide for the repair of, or at BT's or its agent's discretion the option to replace the BT On-Air 2250 Classic, or any component thereof, (other than batteries), which is identified as faulty or below standard, or as a result of inferior workmanship or materials. Products over 28 days old from the date of purchase may be replaced with a refurbished product.

### The conditions of this guarantee are:

- The guarantee shall only apply to defects that occur within the 12 month guarantee period.
- Proof of purchase is provided.
- The equipment is returned to BT or its agent as instructed.
- This guarantee does not cover any faults or defects caused by accidents, misuse, fair wear and tear, neglect, tampering with the equipment, or any attempt at adjustment or repair other than through approved agents.
- This guarantee does not affect your statutory rights.

### Within the 12-month guarantee period:

If you experience a problem with your product you should contact the Helpline on **0870 240 4682**. Calls are charged at local call rates. If the problem is not remedied, you will be advised to return your product to the Helpline.

### Outside the 12-month guarantee period:

If your product needs repair after the guarantee period has ended, the repair must meet the approval requirements for connection to the telephone network. We recommend that you call the Helpline on **0870 240 4682** and ask for details of our recommended repair agents.

### If you have to return your product

If the Helpline are unable to remedy your problem they will ask you to return the product. Pack the base station and handset securely, preferably in the original packaging. All parts must be returned, including line cords, power supplies and original batteries. (Please note that we can not take responsibility for goods damaged in transit). Use the self adhesive Freepost label to post your product.

If you have lost the label please call the Helpline for instructions.

### Important

#### Keep proof of posting

*Make sure the Post Office give you proof of posting.*

## Technical information

### How many handsets can you have?

All items of telephone equipment have a Ringer Equivalence Number (REN) which is used to calculate the number of items that may be connected to any one telephone line. The BT On-Air 2250 Classic (with up to 6 handsets) has a total REN of 1. Any other instrument provided by BT may be assumed to have a REN of 1 unless stated otherwise.

## Helpline

If you are experiencing difficulty, please call the BT On-Air Helpline on **0870 240 4682**.

A total REN of 4 is allowed per telephone line.  
(For example: if the BT On-Air Classic is used in conjunction with three extension telephones, each with a REN of 1, then the total REN = 4)

Only use approved power supply item code:  
872101.

Only use approved batteries supply item code:  
872102.

## RTTE

This apparatus was designed in compliance with European Council decision Number 98/482/EC relative to pan-European connection in view to its connection on the Public Switched Telephone Network (PSTN). It is in conformity with Standards TBR21, TBR38(\*)ETSI 201 121.

(\*) Terminals integrating an analogue handset function.

If problems arise, your supplier should be contacted first.

The EC marking attests product conformity with the essential requirements in compliance with Directives 73/23/EC for User Safety, 89/336/EC for Electromagnetic perturbations and 98/13/EC for Telecommunication network access.

The manufacturer declares that the products have been manufactured in conformity with Annex III of RTTE Directive 99/05/EC.

Please note this product does not support **earth recall**.

## Switchboard compatibility

Generally this telephone may be connected to switchboards which support tone signalling and **timed break recall**. In the event of any difficulties please consult your switchboard service provider.

## Recall

### To activate Recall

This is of use when connected to some switchboards i.e. to transfer calls or for some BT Select Services or those services available via your Network Provider. It is only available when a call is in progress.

When you need to use recall during a call:-



Press the **RECALL** button.

↑ appears on the display.

### To switch between tone and pulse dialling



Press the **UP** or **DOWN** button until the display shows **BASE**.



Press the **OK** button.



Press the **UP** or **DOWN** button until the display shows **PARAM**.



Press the **OK** button.

The display will show **F1**.



Press the **2** button *twice*.



Use the **UP** or **DOWN** button to select either 1 for tone or 2 for pulse (the default setting is tone).



Press the **OK** button to confirm.



Press the **C** button *twice* to exit.

### Switchboard external line access code

When you connect your telephone to a switchboard, you can set the switchboard's external line access code so that when you make an external call using the handset directory, redial list or preparatory dialling the code is automatically dialled before the number.

#### To set the external line access code



Press the **UP** or **DOWN** button until the display shows **BASE**.



Press the **OK** button.



Press the **UP** or **DOWN** button until the display shows **PARAM**.



Press the **OK** button.

The display will show **F1**.



Press the **2** button.



Press the **4** button.



Press the **1** button.



Press the **OK** button.

Enter the switchboard external line access code, e.g. **9**.

You can enter codes up to 8 digits in length.



Press the **OK** button to confirm,



Press the **C** button *three times* to exit.

### To set the number of digits

-  Press the **UP** or **DOWN** button until the display shows **BASE**.
-  Press the **OK** button.
-  Press the **UP** or **DOWN** button until the display shows **PARAM**.
-  Press the **OK** button.
- The display will show F1.
-  Press the **2** button.
-  Press the **4** button.
-  Press the **2** button.
-  Press the **OK** button.
- Enter the number of digits you dial to make internal calls to other extensions on your switchboard.
-  Press the **OK** button to confirm.
-  Press the **C** button *three times* to exit.

### To activate and de-activate the external line access code

-  Press the **UP** or **DOWN** button until the display shows **BASE**.
-  Press the **OK** button.
-  Press the **UP** or **DOWN** button until the display shows **PARAM**.
-  Press the **OK** button.
- The display will show F1.
-  Press the **2** button.
-  Press the **4** button.
-  Press the **3** button.
-  Use the **UP** or **DOWN** button to select **0** to de-activate, or **1** to activate.
-  Press the **OK** button to confirm.
-  Press the **C** button *three times* to exit.

### Note

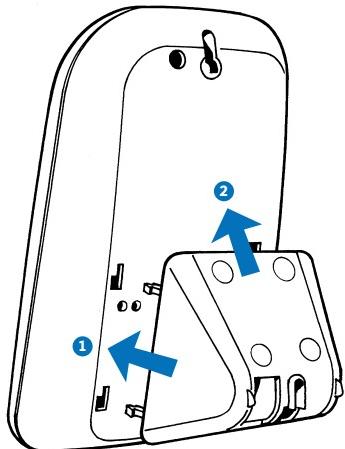
For the external line access code to be dialled for external calls only, it is important that all external numbers stored in your handset memories contain more digits than the number of digits required to make an internal call to other extensions on your switchboard.

This is most likely to occur when you have local external numbers stored in the handset memories without the area code. To overcome potential problems ensure that all numbers are stored complete with area code.

### Helpline

If you are experiencing difficulty, please call the BT On-Air Helpline on **0870 240 4682**.

# Wall mounting

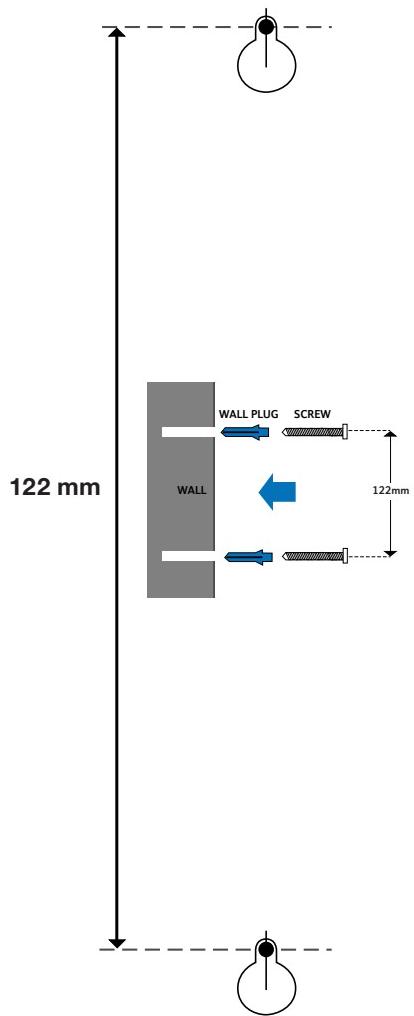


**1** Push the base-mount forward onto the rear of the base.

**2** Once slotted into the rear of the base, slide upwards to lock into position.

If wall mounting your BT On-Air 2250 Classic, use this guide for position.

- Make sure that you are not drilling into any hidden wiring and check that the power cable will reach from the mains socket to the charger. Switch the power adaptor off at the mains and remove the adaptor plug from its socket.
- Drill two holes 25mm deep using a 3mm drill, 122mm apart to take the wall plugs.
- Put wall plugs into the drill holes and then insert both screws. Leave 2-3mm between the head of the screw and the wall. You are now able to mount the base to the wall.
- Fit the base onto the two screws. If necessary, tighten or loosen the screws for the best fit.
- Put the handset back in the base and switch the power back on at the wall socket.





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## Offices worldwide

The telecommunications services described in this publication are subject to availability and may be modified from time to time. Services and equipment are provided subject to British Telecommunications plc's respective standard conditions of contract. Nothing in this publication forms any part of any contract.

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User manual Indice A



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